

# Staff Stuff

*A Monthly Publication for the Shelton State Community College Support Staff*

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## CAMPUS CLEAN-UP

During the Christmas Break, employees from the housekeeping and maintenance department worked to paint classrooms and refinish floors on the Skyland Campus. The refurbished areas look great and a special "pat on the back" should go to the employees of maintenance and housekeeping for their hard work.

The campus looks better than it has in years! Way to go everyone!

## CHRISTMAS BREAKFAST

Over three hundred of the college's employees enjoyed the annual Christmas Breakfast on December 18, 1992. This annual event has become a popular tradition, with members of the faculty and administrative staff preparing the breakfast feast. This years menu included eggs, bacon, sausage, fruit, juices and that holiday favorite "cheese grits."

## NEW EMPLOYEE

The college is pleased to welcome Jeannine Collins as a new part-time employee in the maintenance/housekeeping department. Jeannine will work in all areas of the department with a special emphasis on grounds/horticulture.

Welcome aboard Jeannine!

## RETIREMENT WITHDRAWAL FUNDS

In July, 1992 the President signed into law a bill which affects lump sum distributions made by governmental pension plans. Public Law 102-318 does two things which affect withdrawal payments made by the Teachers Retirement System to members of the system.

First, the law imposes a mandatory twenty percent (20%) federal income tax withholding on the taxable amount of a withdrawal payment, made to a member.

Second, the law requires that the Teacher's Retirement System provide for a tax rollover transfer of any portion or all of the taxable portion of a withdrawal.

### Bottom-Line:

1. If you leave Shelton State and withdraw your retirement out in a lump sum, the money is subject to 20% tax.
2. If you transfer your retirement from one federal pension to another, those funds, may also be subject to taxes.

## SYSTEM ATTORNEY TO RESIGN

Effective January 15, 1993, Mr. Ed George, Director of Legal and Personnel Service for the Two Year College Sys-


tem, will resign his position to take a part-time administrative appointment with Southern Union Jr. College. In addition Mr. George will open a part-time law practice with Jeff Foshee and Associate.

## SUPPORT OUR TEAMS

The Shelton State athletic activities are important to both the students and the school. The students are given the opportunity to meet and compete against other students from all areas of the state and in some cases from other states. This also gives the school a chance to be recognized outside of our immediate area.

Please try to attend games and support our players.

## Womens Basketball Schedule



1/13/93	Mary Holmes JC at West Point, MS 5:30
1/16/93	Jones County MS JC at Ellisville, MS 6:00
1/23/93	Southern Union at Tuscaloosa 6:00*
1/25/93	Shoals CC at Muscle Shoals 6:00
1/28/93	Lawson State at Tuscaloosa 6:00*
1/30/93	Wallace-Hanceville at Hanceville 5:30*
2/4/93	CVCC at Phenix City 5:30*
2/6/93	Faulkner State at Tuscaloosa 6:00
2/11/93	Southern Union at Wadley 5:30*
2/13/93	Lawson State at Birmingham 5:30*
2/18/93	Wallace-Hanceville at Tuscaloosa 6:00*
2/20/93	CVCC at Tuscaloosa 6:00*
2/23/93	Concordia College at Selma 5:30

## Mens Basketball Schedule

1/13/93	Mary Holmes CC at West Point, MS 7:30
1/16/93	Jones City CC at Ellisville, MS 8:00
1/21/93	Wallace-Selma at Selma 7:30*
1/23/93	Southern Union at Tuscaloosa 8:00*
1/28/93	Lawson State at Tuscaloosa 8:00*
1/30/93	Wallace-Hanceville at Hanceville 7:30*
2/4/93	CVCC at Phenix City 7:30*
2/6/93	Wallace-Selma at Tuscaloosa 8:00*
2/11/93	Southern Union at Wadley 7:30*
2/13/93	Lawson State at Birmingham 7:30*
2/18/93	Wallace-Hanceville at Tuscaloosa 8:00*
2/20/93	CVCC at Tuscaloosa 8:00*
2/23/93	Concordia College at Selma 7:30

\*DIVISION GAMES



## EMPLOYEE JOB DESCRIPTIONS

Employees will soon work with their division dean and / supervisor to revise their position descriptions. These descriptions will be comprehensive and developed to meet standards established by the Americans with Disabilities Act (ADA).

In addition, as part of the annual employee evaluation process, position descriptions will be revised as needed. Should you have any questions, please contact the personnel office.

## EMERGENCY

Hopefully there will not be many situations or cases that require law enforcement or medical attention. However, should such a situation arise, the employee reporting the problem should dial 911. Lt. Duncan of the Tuscaloosa Police Department has requested that all emergency calls, regardless of the nature should be reported through 911.

## NEW BABY

Assistant Baseball Coach B. J. Brown and his wife Camille are the proud parents of a baby girl. Tiffany Lee was born on December 30, 1992 weighing 5lbs and 9 ounces.

Congratulations B. J. and Camille. Only eight more girls to go before you can field your own girls softball team!

## WORKSTUDY REQUESTS

Effective immediately all awards and job placement for federal workstudy students will be processed through the financial aid office. Previously, the college's personnel office had handled job placement of all workstudy students. Any requests for a federal workstudy student should be made to Mr. Don Rainer in the financial aid office.

The college employees approximately 60 students on institutional and federal workstudy programs and they are a vital part of the college's work team.

Placement for institutional workstudy students will continue to be coordinated through the personnel office.

## MERGER ON SCHEDULE

Unless there is a last minute change of events, the proposed merger will be placed on the State Board of Education's January 14, 1993 agenda. The resolution will be "tabled" for one month and received again at the February, 1993 meeting for discussion and possible approval by the State Board.

**SHELTON STATE**  
**C. A. FREDD**

## TRADITION 34, TRASH 13

Congratulations to The University of Alabama on their efforts in winning the 1992 Football National Championship. A number of the members of the team are Shelton State alumni and they represented our college well!

What famous Dean of Academic Services (from the Skyland Campus) was overheard at the Sugar Bowl saying "Roll Shelton State Roll"?

## GRADE DISTRIBUTION

The grades for the Fall semester have been processed and they are distributed from A to S like this:

<u>Skyland Campus</u>			<u>15th Street Campus</u>		
A	2672	24.70%	A	2051	44.51%
B	1993	18.42%	B	1082	23.48%
C	1559	14.41%	C	510	11.07%
D	554	5.12%	D	147	3.19%
F	977	9.03%	F	298	6.46%
WP	1903	17.59%	WP	375	8.13%
WF	48	.44%	WF	20	.43%
AU	88	.81%	AU	30	.65%
U	379	3.50%	U	39	.84%
S	641	5.92%	S	55	1.19%

## STATE HOLIDAY

The college will be closed on January 18th in observance of the Martin Luther King Jr. holiday

## VOICE MAIL MEMOS

The college's AUDIX system with its voice mail capabilities has been a tremendous success in allowing employees to disseminate messages in a timely and cost efficient manner.

Should you need to issue a voice mail memorandum the following procedures are recommended.

1. Prepare your voice mail message in writing and submit it to Betty Walker, Margaret Hinton, Betty Jennings, Kim Harbin, Judy Holland, or Lorine Lowe.

All voice mail memorandums should be coordinated through one of these secretaries.

2. Voice mail announcements are for college related activities or events involving college personnel.

## REGISTRATION

On January 11th and 12th over 1900 students were advised and registered during a 14 hour period. This is an average of 136 students per hour